

CIVIL AIR PATROL
Headquarters
Middle East Region
Springfield VA 22152-1407

MER Supplement 1
CAPR 5-4
1 January 1998

Publications Management

PUBLICATIONS AND BLANK FORMS MANAGEMENT

CAPR 5-4, 1 January 1996, is supplemented as follows:

3a. Added. The correct format for Supplements is CAPR 5-4, Attachment 3. Even though there are two signature blocks, after being prepared by the administrative officer, approved by the OPR, and approved by the wing commander, then ONLY the Administrative Officer signs the supplement.

3b. Added. There should be only one (1) supplement per basic regulation/manual. If a change is done during the year, you may add an additional supplement or redo the original. However, when the basic regulation/manual is changed, all should be included into the one supplement. If the basic regulation/manual that has changed is the CAPR 0-2 or CAPR 0-9, you do not change or combine multiple supplements into one until that basic regulation/manual is changed, but you must change your supplement to CAPR 0-2 or CAPR 0-9.

3c. Added. All wing forms MUST be supported by a directive. Forms must be numbered in numerical order; i.e., 1, 2, 3. etc. and not after the regulation/manual. If a form is deleted the number is not reused. Use your

wing's two letter abbreviation with F and number, i.e., MEF 1 or ME Form 1; VAF 3 or VA Form 3; NCF 29 or NC Form 29. One way of reducing the number of wing forms is to make them attachments to the supplement. Thereby accomplishing two things at once - reducing the number of wing forms and making sure it is supported by a directive.

3d. Added. If there is no change in a supplement (this does not include change of commanders or individual in the OPR position), that supplement does not have to be re-done or re-issued. Only new or changed supplements are to be updated with the correct headings and signature blocks before they are issued.

3e. Added. To ensure that wing supplements do not duplicate or conflict with the region supplements, all wings should publish/distribute their supplements after the region supplements are published/distributed. All supplements, both wing and region, should be distributed to all members within their respective area and a copy of each wing supplement sent to MER/DA.


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OPR: DA

Distribution: Each MER Wing (2), National Headquarters /MSA (1)